

# CLEMSON UNIVERSITY STAFF SENATE

April 13, 2010, 10:30 AM

Seminar Room II, Madren Conference Center

## Minutes

**Members Present:** Michael Atkins, Pam Barnhill, Barbara Bergman, Kathy Boice, Deb Charles, Karen Countryman, Lynn Crawford, Dave Crockett, Wade Culler, Rose Ellen Davis-Gross, Glenda Dickson, Negar Edwards, Karen Erickson, Angela Gambrell, Michael Gilstrap, Dianne Harris, Laurie Haughey, Reggie Hawthorne, Trudy Houston, James Huff, Bill Hughes, Deborah Koon, Phil Landreth, Carol Pike, Susan Pope, Meshelle Rabon, Chris Sober, Jonathan Styles, Marlene Ventura, Gloria Walker, Scot Wardlaw, Tina White, Mandy Wright, and Jonathan Wylie

**Members Absent:** Lydia Arneson, Pam Hawthorne, Janice Kleck, and Samuel White

**Guests Present:** Bill Bowerman, Michelle Piekutowski, Tom Ward, and Matt Watkins

President Tim Drake welcomed guests and called the meeting to order.

**1. Approval of Minutes:** James Huff moved to approve the minutes of the March 9, 2010 Staff Senate meeting as submitted. Gloria Walker seconded the motion. The minutes were approved.

### **2. Announcements from the President**

**A. Academic Council,** Tim Drake. The Council met on March 29, 2010. Items discussed were:

- The Calendar Committee reported that the Fall Break (beginning in 2011) will be set during the middle of the term (October) instead of in November. The students wanted this alteration in the schedule because often Fall Break falls very close to Thanksgiving.
- The name change of the Rutland Center to the Rutland Institute was approved.
- The name change of the Center for Academic Integrity to the International Center for Academic Integrity was approved.
- The General Engineering "Change in Major" form was approved.
- A proposal to split from the Mechanical Engineering Department to a new Automotive Engineering Department was tabled until further review of the details could be performed by the members of the Academic Council.
- Graduate Student Government made a presentation regarding the desire for an enhanced orientation program for graduate students.
- Other initiatives and proposals were considered, but the Senate Presidents were called to another meeting with President Barker and left the Academic Council meeting before its conclusion, so the outcome of these motions are not reported here.

**B. Board of Trustees,** Tim Drake. Rose Ellen Davis-Gross submitted a report to the Board on behalf of the Senate for the April 15 and 16 meeting in Clemson (Attachment A).

**C. Governmental Affairs,** Dave Crockett. Senate Finance budget subcommittees continued to meet and the full Senate Finance Committee is expected to debate the budget this week. Two weeks ago, The Proviso Subcommittee met to hear reports from the budget subcommittees on provisos considered in those subcommittees. The Subcommittee adopted the proviso to close the TERI program to new participants effective July 1, 2010. They deleted a proviso to allow state agencies to take legal state holidays as furlough days.

Status of various bills:

H.3104 - A bill to create a SC College and University Board of Regents - pending in the House

Education and Public Works Committee. A similar bill in the Senate, S.1329, was referred to the Senate Education Committee.

S.1315 - A bill to provide that all members of the Boards of Trustees of all public institutions of higher education be appointed by the Governor with advice and consent of the Senate - also referred to the Senate Education Committee.

H.3365 - A bill to provide regulatory reform in the areas of human resources, facilities, finance and procurement for the state supported research universities and the four year comprehensive institutions in SC - pending second reading on the Senate Calendar.

H.4227 - A bill to abolish the Commission on Higher Education - pending in the House Education and Public Works Committee.

S.789 - A bill to require all higher education institutions to maintain a web site that includes a record of all expenditures above one-hundred dollars - pending on the Senate Contested Calendar.

**D. President's Cabinet**, Tim Drake. The Cabinet met on April 12th. The minutes from the March 8<sup>th</sup> meeting were distributed via e-mail to Senators on April 7, 2010.

**E. Other:**

- 1) **Human Resources**, Michelle Piekutowski. State Employee Appreciation week is May 3<sup>rd</sup> through the 7<sup>th</sup>. The Office of Human Resources will be holding a luncheon on May 6<sup>th</sup> to recognize all employees. HR is planning on incorporating more appreciation items in the event and will host the event inside. Aramark is the sponsor.

3. **Treasurer's Report**, Pam Hawthorne. The E&G account balances are \$3,202.13 in Other and \$653.62 in Travel. The remaining Vending balance is \$3,846.82. Rose Ellen Davis-Gross moved to approve the report as submitted. Deb Charles seconded the motion. The report was approved.

**4. Committee Reports**

**A. Standing Committees**

1. **Activities**, Negar Edwards. The committee is assisting Membership with the Awards Luncheon and working with Scholarship on outreach opportunities.
2. **Membership**, Phil Landreth. Membership met on 3/16/10 and finished up details concerning the Awards Luncheon and Staff Senate elections.
  - Elections of Officers – Candidates were allowed to address the Senate. Nominations received were Chris Sober for Parliamentarian; Karen Countryman and Tina White for Secretary; Jonathan Wylie for Treasurer; Deb Charles and Mandy Wright for Vice President.
  - New Senators – The appointments and budget center election results are as follows: Tim Drake for PSA; Cecelia Hamby and Julia Lusk for the Provost; Diana Thrasher for AAH; Stella Moore for COES; Trudy Houston for CCIT; Beth Newton for the President and BOT; Karen Countryman and Leslie Hasselbach for Athletics; Angela Nixon and Mandy Wright for Advancement; Julie Gambrell and Michael Gilstrap for Facilities; Matt Bundrick serving at-large.
  - Staff Ombudsman Evaluation Committee Election – Karen Erickson was nominated to the Staff Ombudsman Evaluation Committee.

**B. University Committees**

1. **Alcohol and Other Drugs**, Ellen Gideon. The last meeting of the academic year was April 8th. Committee meetings will resume in August. The group received a copy of the Core Alcohol and Drug Survey. A copy may be requested via e-mail by contacting Ellen Gideon at egideon@clermson.edu. Visit Empower Clemson for a list of Student events planned for this month, plus Redfern Health Center is looking for volunteers for the upcoming April 16<sup>th</sup> race. Approximately 400 runners are expected.
2. **Joint City/University**, Karon Donald. JCUAB met on April 5. Items discussed were:

- An ordinance will go into effect on June 1<sup>st</sup> making texting while operating a motor vehicle illegal in the City of Clemson. If statewide legislation is not passed regarding texting while driving, the City of Clemson will begin releasing educational material regarding the ordinance.
  - The City of Clemson is in the final stages of making a formal offer on the Astro property. If the purchase goes through, the plans are to reopen as a movie theater.
  - A meeting was planned between city officials and merchants for April 8<sup>th</sup> to discuss the 3<sup>rd</sup> phase of the downtown streetscape renovations. This phase focuses on the side streets. The bid process will take some time, so the project will likely begin a year from now.
  - April 2<sup>nd</sup>, the Friday before Easter Sunday, may have set a record for visitors to campus.
  - The ceremony for the Scroll of Honor dedication is set for April 22<sup>nd</sup> at 4:00 p.m.
  - The ITGA is preparing to enter into the third year of operation. A future goal for the organization is to create a leadership certificate program. The program would be possible by corporate support.
- 3. Parking and Transportation Visioning Committee,** Rose Ellen Davis-Gross. CAT Bus routes are under review. Information on the current routes can be found at [http://www.catbus.com/images/stories/2009/tiger\\_route\\_may2009.jpg](http://www.catbus.com/images/stories/2009/tiger_route_may2009.jpg). Two new options are being considered (Attachment B). The decision on the new routes must be made by April 30. The committee also discussed:
- Exploring changes in lot designations – changing resident lots to commuter and vice versa
  - Looking at options for shuttles.
  - Evening shuttle service will be offered from 7 am – 7 pm – this will be on-demand service and students will be picked up and dropped off.
  - Funding models for Parking are being developed.
  - The pavement and maintenance evaluations are complete.
  - There is a draft RFP written to outsource Parking Services.
- 4. Staff Development Program (SDP) Steering Committee,** Dave Crockett for Charles and Wright. The SDP Steering Committee is preparing to begin the process of blind reviewing the 80 plus applications to participate in the Staff Development Program pilot that were received by the April 1 submission deadline. The applications represent a roughly 32 percent return rate on applications requested. Applicants are literally from every area of the University, with the first eight of the ten classified pay bands represented, plus a few unclassified staff. The final list of 25 participants is set to be decided by mid-May.
- 6. Unfinished Business:**
- A. Action Item, Bylaws Second Reading** – Dave Crockett moved to approve the bylaws with the revisions as marked (Attachment C). The bylaws as amended were distributed via e-mail to the Senate membership on March 3, 2010, March 8, 2010 and again on April 12, 2010. Dianne Harris seconded the motion. The motion passed with a majority vote in favor, one vote against.
- 7. New Business**
- A.** Election results were: Chris Sober, Parliamentarian; Tina White, Secretary; Jonathan Wylie, Treasurer; Deb Charles, Vice President.
- 8. Announcements**
- A.** Retiring senators will be recognized at the April Awards Luncheon. The luncheon will immediately follow the April 13<sup>th</sup> Senate meeting in Ballroom A of the Madren Conference Center.

**9. Adjournment:** There being no further business, the meeting adjourned.

**Next Meeting:** Tuesday, May 11, 2010, 10:30 a.m., Madren Conference Center

Staff Senate Report to the Board of Trustees  
Rose Ellen Davis-Gross, Staff Senate President

I am proud to be a third generation Clemson employee and graduate. My grandfather worked for Athletics from the time he graduated from Clemson until his retirement in 1973, and my mother worked for Extension until her retirement in 2000. I have worked for University Housing for the past six years coordinating the Assignments Office and managing the marketing efforts. I can truly say that my blood does run orange – the one time that I waived on my decision to attend Clemson, my grandfather told me “Duke is a good school, but it’s no Clemson.” His words still ring true with me today. Clemson is a very special place, and it is very rewarding to be part of such an outstanding staff.

I would like to take this opportunity to say how honored I am to be serving the staff of Clemson University as Staff Senate President. I am humbled by the trust they have placed in me, and promise to represent them and their interests and issues during the next year. I am looking forward to working closely with the Board of Trustees and the Administration to continue the good work started by the past Staff Senate Presidents.

Last year was very productive for the Staff Senate. Two of the Senate’s most important accomplishments were the collaboration with the Office of Institutional Assessment in conducting a Staff Survey, and the successful implementation of a pilot Staff Development Program.

In the staff survey conducted last spring, employees identified certain areas where improvement would be beneficial. Some of those issues now are being addressed by the Compensation Advisory Group, Staff Senate, and Human Resources. It is intended that the survey will be repeated on a regular basis, potentially every two years.

The Staff Development Program Steering Committee is now preparing to review applications from potential participants in the SDP pilot. The two-month application period closed April 1. The Senate (one of several campus groups that had a hand in fashioning the pilot) is hopeful that this test of concept will be successful, and that it will carry forward as a sustaining effort in the future. The test is limited to 25 participants due to budgetary constraints, so competition among applicants will be rigorous.

In the spring of 2009, a Resolution was passed by the Staff Senate to thank the Board of Trustees, President Barker, and University Administration for taking measures to save staff jobs, along with expressing the Senate’s appreciation for the staff and faculty who are working harder than ever to preserve Clemson’s mission in a time of severe budget cuts.

The concept for a Furlough Relief Fund, used successfully to assist many Clemson staff who faced financial hardships as a result of the furlough earlier in 2009, was conceived in the Staff Senate. This relief effort arose out of the Senate’s recognition of needs that were expressed by employees when the mandatory furlough went into effect.

The Staff Senate newsletter was reinstated this year in order to keep staff better informed of current University issues and Staff Senate work. The newsletter is produced several times annually to communicate relevant information to staff. It is hoped that this periodical will continue to enhance communication of important issues in a timely manner.

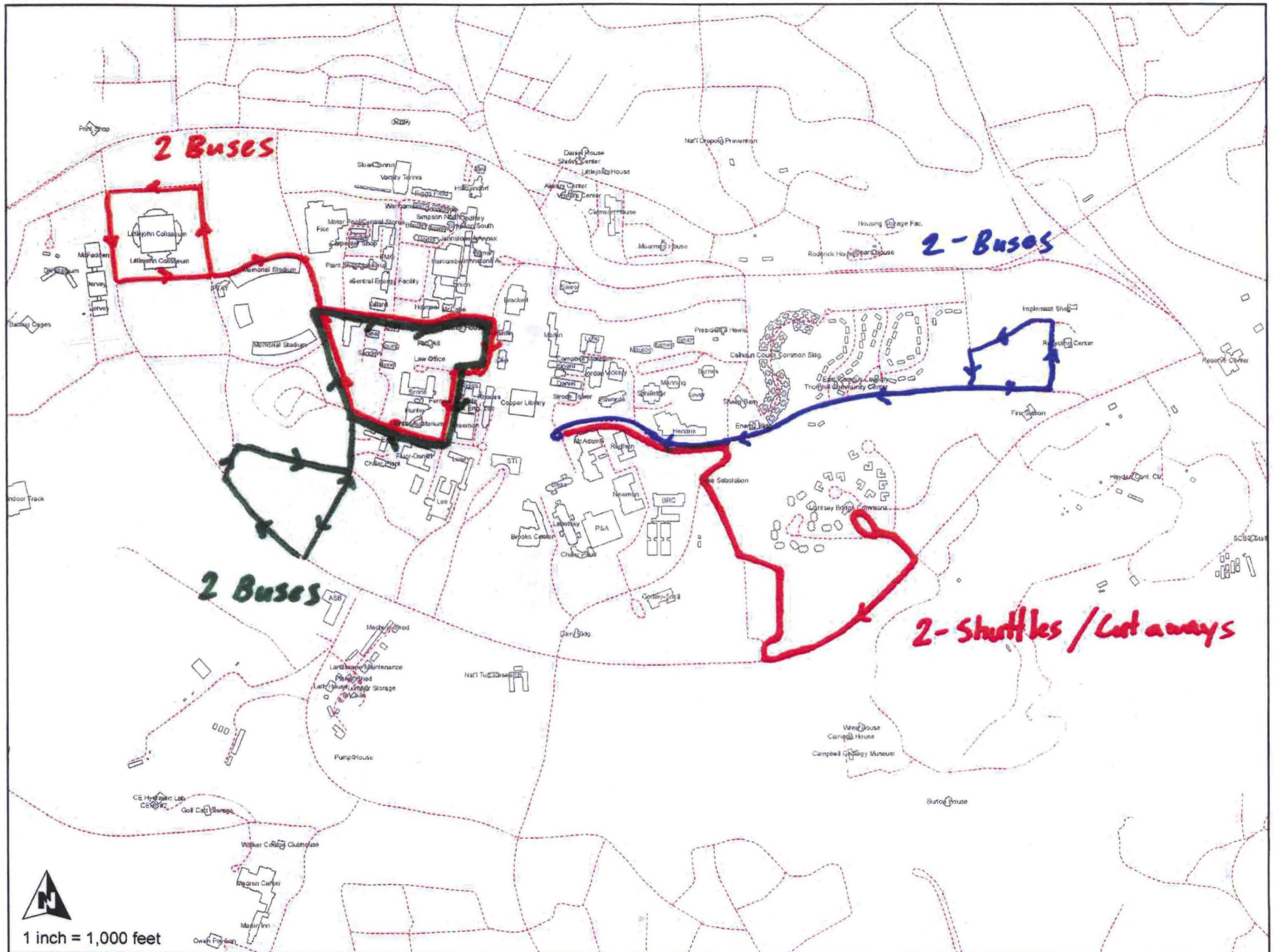
The annual Staff Senate Scholarship Golf Tournament was held in October; and along with support from the Board of Trustees, allowed the Senate to again contribute a significant amount to the Staff Scholarship Endowment. Annual financial support comes through payroll deduction gifts by Clemson employees. The Staff Senate President recently worked with Matt Watkins to send a letter to all staff requesting gifts to this endowment and other Clemson funds, along with an appeal for unrestricted gifts to help with the general operations of the university.

The Staff Senate holiday fundraising drive in December was successful. Donations of food, money, toys, clothing, and other personal items were made to Helping Hands, Bethesda Ministries, and the Callen-Lacey Children's Shelter, thus assisting in their mission of outreach and support.

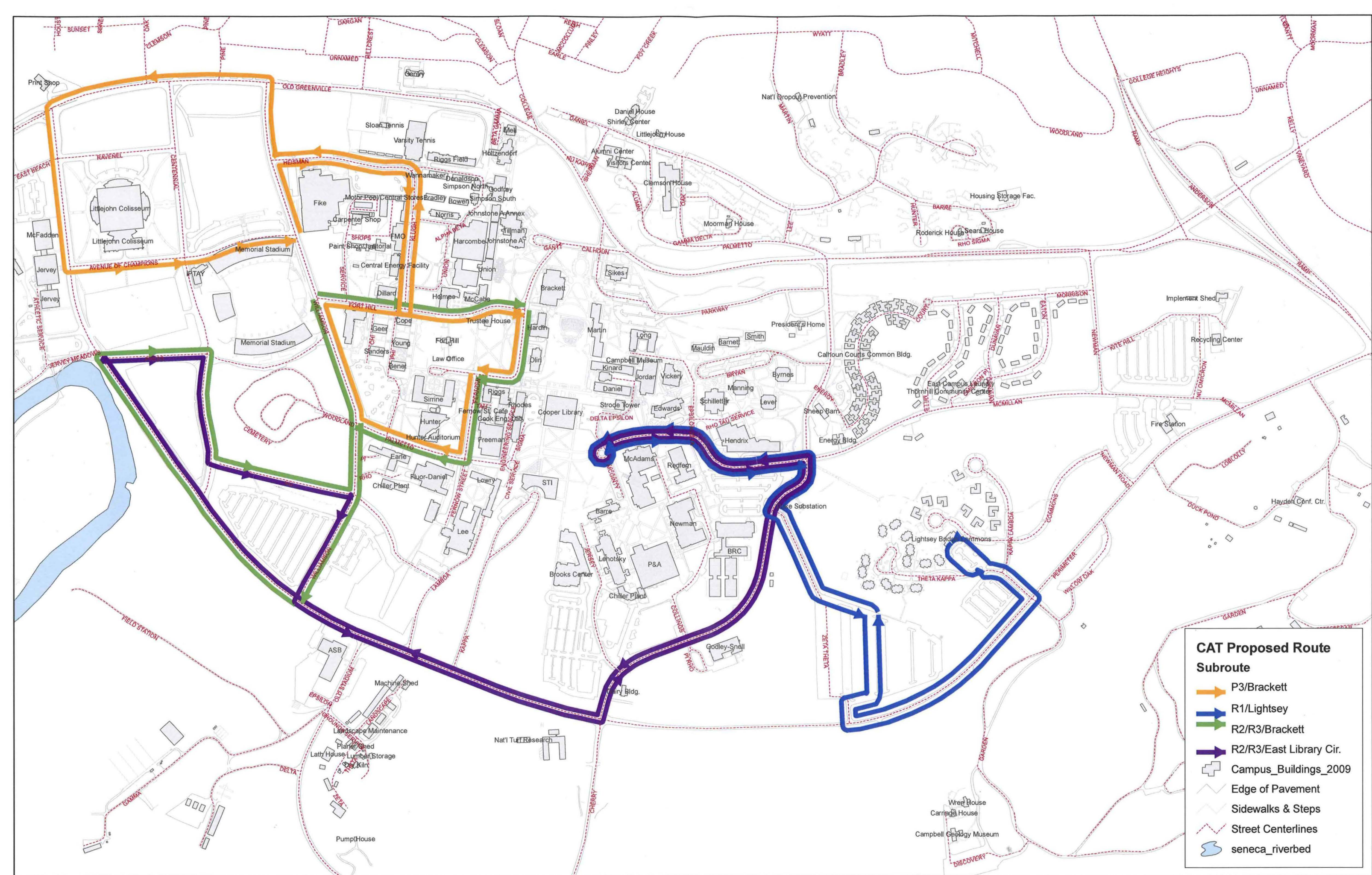
The Staff Senate held a very successful and well-attended 25<sup>th</sup> Anniversary celebration at the Madren Conference Center following the General Faculty Meeting in December. The Senate was honored to have President Barker in attendance as a speaker for the event.

Several new initiatives to involve staff in university decision-making and events occurred this year. Senators and staff were involved in the budgetary planning and decision making process through their involvement with the budget task forces in 2009. Inclusion of the Staff Senate president on the Compensation Advisory Group and the Faculty Senate Budget Accountability Committee has given the Senate an enhanced level of communication and has increased transparency of university budgetary issues. The "meeting of the four presidents" with President Barker has afforded the Staff Senate President an opportunity to take concerns of staff directly to the University President. For the first time this year, the Staff Senate participated in hosting the State of the University Address. The Staff Senate President also participated in the staff appreciation baseball game on March 23, where he threw out the first pitch.

4-2-10









**CLEMSON UNIVERSITY  
STAFF SENATE  
BYLAWS**

**Amended February 13, 2007**

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## **Article I - Name**

The full name of this organization is the Clemson University Staff Senate, hereinafter referred to as the "Senate".

## **Article II - Responsibilities and Functions**

Wherever used in these Bylaws, the term "employee" or "staff employee" shall mean a Clemson University permanent staff employee.

Study staff concerns and create a forum for two-way communication of ideas and concerns, which specifically relate to staff employees and the university mission.

Consider specifically the development of job and supervisory skills, compensation, benefits and welfare of staff employees, not to exclude other areas of concern, which are brought to the Senate's attention.

Formulate and recommend to the President's Cabinet university-wide policies and procedures related to staff employees.

Develop a systematic means for communicating to all staff employees existing university policies, specific actions, and feedback concerning all matters considered by the Senate.

## **Article III - Membership**

### **Section 1. Representation**

The Senate is composed of voting members chosen and appointed using the following criteria.

- A. Representation on the Senate will follow Budget Centers. Representation will be based on a 1:50 ratio of employees within a Budget Center. The representative numbers will be computed every year or as appropriate using February 2007 as the base year.
- B. The incumbent may run for re-election if eligible under Section 3.A.
- C. In the case of areas for which representation cannot be found (e.g., the majority of personnel are located off campus and unable or unwilling to travel to campus for meetings, or whose job duties do not permit them to serve as a Senator) the Executive Committee, at the recommendation of the Membership Committee, may appoint a Senator-at-large to represent that area.
  - 1. The appointed senator-at-large must demonstrate a willingness to actively serve as Senator for that area. Ideally, this person should have a connection to the area, either in physical location, a former employee of that area, a former Senator, etc.
  - 2. The appointment will be for a three-year term, or in the case of a resignation, for the remainder of the existing term.
  - 3. This option should be exercised only after an exhaustive search has failed to identify a staff employee who could serve as Senator.
- D. All nominees must be employees in good standing with Clemson University.

## Section 2. Elections

- A. Elections shall be held **in March of** each year for the senator positions whose terms have expired and for any vacant senator positions. **The terms of office shall begin with the April meeting of the Senate.** Each year the Membership Committee will notify those voting, call for nominations, prepare ballots, and handle the election. The details of the elections shall be contained in a separate document, Election Procedures, to be reviewed and updated as appropriate by the Membership Committee with final approval by the Executive Committee. Membership will be based on a popular vote within the Budget Center. Ballots will be made available to the represented area and turned in on a specified date to the Membership Committee of the Senate. The senator will be chosen based on the number of votes cast. Should there be a tie; the Executive Committee will choose the individual to represent the area based on years of experience, standing with the university, performance of work, and perceived contribution to the Senate.
- B. The Executive Committee will forward to the President of the University the name(s) of the individual(s) chosen by the above process to fill the vacant positions on the Senate. The President of the University will then officially recognize those individuals elected to the Senate.
- C. A letter from the Senate will be sent to new senators informing them of their election to the Senate and inviting them to attend the first meeting of their term. At the annual new senator orientation, copies of the Roster and the Bylaws will be distributed.
- D. If the vacancy amount equals or is less than the total amount of candidates, then those candidates become elected without a vote, by appointment of Executive Committee.
- E. If an area is not represented by a senator for a period of two months, the Executive Committee may appoint a senator from the staff at-large to represent this area.

## Section 3. Terms

- A. Senators shall serve a three-year term beginning at the April meeting of the Senate. ~~luncheon after election of new officers.~~ A maximum of two consecutive terms (6 years) may be served. A one **year** ~~term (3 years)~~ interval is necessary before being eligible to serve again.

## Section 4. Absences

- A. **If in a term year (April-March), a senator accumulates a combined total of more than six absences from regularly scheduled monthly meetings and/or regularly scheduled committee meetings, the senator may be dismissed from the Staff Senate.** **If a Senator realizes that their schedule or any other reason (*with the exception of an approved FMLA*) will not allow them to adhere to this policy, it is strongly recommended that their resignation letter be submitted to the Staff Senate office and/or Staff Senate President before a dismissal action is deemed necessary by the Senate Executive Committee.** ~~After three unexcused absences during the year a senator's status as a Senate member will be reviewed by the Executive Committee for possible removal from the Senate. (An excused absence is one which would cause an employee to be out of his/her office, such as traveling on business, vacation, illness, or other acceptable reasons. A member of the Executive~~

~~Committee or the Administrative Assistant should be informed of the reason for the absence in advance, if possible.)~~

- B. If it is determined by the Executive Committee that a senator should be a dismissal action should be initiated, dismissed removed, then a notification formal letter from the President of the Senate will be sent to the senator and his/her supervisor informing her/him of the committee's recommendation.
- C. Any current senator who receives a removal dismissal notification letter has ten (10) days upon receipt of notice, to respond to the letter explaining why he/she has exceeded the allotted absences.
- D. If an appeal is received, a special Executive Committee Session will be called to determine the senator's standing. No more than ten (10) days from the appeal receipt will pass, before a response will be given to the appealing member.
- E. If the appeal is denied by the Executive Committee, a formal letter of dismissal will be sent to the Senator and her/his supervisor informing them of the senator's status and the committee's action.
- F. If after the ten (10) days of allowable time to appeal has passed and no appeal is received, a formal letter of dismissal will be sent to the Senator and her/his supervisor informing them of the senator's status and the committee's action.
- G. The will-Membership Committee will then begin to immediately fill that term with a senator from that senator's budget center provided the dismissal occurs before September 30. If this dismissal takes place before September 30, of the year, a special election will take place to fill the vacated slot. If this takes place after September 30, of the year, the slot will remain vacated until regular elections in March.
- H. ~~If an appeal is received, a special Executive Committee Session will be called to determine the senator's standing. No more than ten (10) days of the appeal receipt, will pass before a response will be given to the appealing member.~~

## Section 5. Vacancies

- A. Vacancies occur due to resignation from the Senate, transfer from area represented, dismissal by the Executive Committee, or termination of employment. If Senator transfers outside the area he/she was elected to represent, but remains a staff employee, he/she may exercise the option to serve out the remainder of the term, subject to Executive Committee approval. Otherwise, vacancies may be filled by the person who received the next highest number of votes in the previous regular election or by appointment of the Executive Committee. When a vacancy is filled, the expiration of the term remains the same. For purposes of re-election, a new member who serves more than eighteen months shall be considered to have served one term. If the position is one that rotates through several colleges/divisions and it was due to rotate out, it will continue that rotation.

## Section 6. Ex-officio Nonvoting Members

The Senate will include as ex-officio nonvoting members, the directors from Human Resources.

## Article IV - Officers

The officers of the Senate shall be elected during the first regularly scheduled meeting in April March of each year. The officers will serve for a period of one year. Ex-officio members are not eligible. The retiring officers shall serve at the April meeting through the completion of Unfinished Business.



## Section 1. Duties

- A. President - shall be responsible for scheduling and conducting all Senate meetings and shall serve as a member of the University President's Cabinet and on all other University wide committees as directed by the President of the University or until the committee is terminated. The President has the right to appoint current members as **her/his** representative to sit on any committee as approved by the Executive Committee. The President will select a current senator to chair the Scholarship Committee, Membership Committee, Communications Committee, Policy and Welfare Committee, Activities Committee, and any ad hoc committees. The President's recommendation will go to the elected officials for confirmation. Committee Chairs will prepare reports of the activities as needed.
- B. Vice President - shall be the President Elect for the next year, and shall assist the President and perform the duties of the President in his/her absence.
- C. Secretary - shall work with the Administrative Assistant to provide necessary secretarial services including ~~taking~~ reviewing minutes, maintaining records, and distributing information. Shall ensure that mailings are sent to the membership before each regularly scheduled meeting.
- D. Parliamentarian - shall ensure that meetings are conducted according to Robert's Rules of Order Newly Revised and shall ensure adherence to the Bylaws. Shall review any changes or additions pertaining to the Bylaws.
- E. Treasurer - Shall be responsible for disbursing funds, preparing annual financial report and budget, and all other financial affairs of the organization.

## Section 2. Election Procedures

- A. Membership Committee will conduct officer elections and maintain officer approval forms.
- B. At the January meeting, an announcement will be made by the President that nominations will be accepted at the **February and March meetings**.
- C. Candidates are eligible to be nominated for one office only.**
- D. At the February ~~and March~~ meetings, nominations will be accepted from the members for each office. Only current Senate members will be eligible for nomination to Vice-President. If the term of the Vice President expires, he/she may remain on the Senate for a fourth year to serve as President. All other positions will be filled by current senators. Nominations are not valid until the Senate member has received approval from his/her supervisor.
- E. Elections will take place at the ~~April~~ **March** meeting by vote of the currently serving Senators.
- F. An officer who transfers outside the area he/she was elected to represent, but who remains a staff employee, may exercise the option to serve out the remainder of his/her term of office, with full voting privileges, subject to Executive Committee approval. If an office is vacated, an election by majority vote to select a replacement to serve for the remainder of the term of office will be held at the next regularly-scheduled meeting.

## Section 3. Vacancies

- A. If the Presidency is vacated for any reason, the vacancy will be filled by the President Ex Officio, if the vacancy occurs before the second Tuesday in October at noon. If the vacancy occurs after 12:01 p.m. on October 1, then the Vice President of the Senate will assume the role of President for the remainder of the term, plus their original term. Nominations of current members to replace the Vice President will

occur at the next regular meeting. If the President Ex Officio is unwilling or unable to assume the role of President, then the Vice President will assume the role of the Presidency.

- B. An officer can be removed from service by a simple majority vote by the Senate. If the President is removed, Section 3A applies. If the Vice President is removed, then nominations for replacement will occur at the next regular meeting. All officers have the right to appeal in writing to the full Senate within sixty (60) days of the Executive Committee's vote. The appeal will be sent to the Administrative Assistant for processing. When the full Senate votes, a simple majority rules.

## **Article V - Executive Committee**

### **Section 1. Membership**

The Executive Committee will consist of the President, Vice President, Secretary, Parliamentarian, Treasurer, the immediate Past-President of the Senate and chairpersons from the standing committees. Guests may only attend if invited by the President and only for the meeting(s) their presence is requested.

### **Section 2. Responsibilities**

The Committee's purpose shall be to propose the annual agenda and to consider and possibly refer items including items submitted by staff to the appropriate committees for their review and subsequent recommendation to the Senate. The Executive Committee shall have general supervision of the affairs of the Senate between meetings, make recommendations to the Senate, and shall perform such other duties as are specified in these bylaws. The ~~Board~~ Executive Committee shall be subject to the orders of the Senate, and none of its acts shall conflict with action taken by the Senate.

## **Article VI - Committees**

### **Section 1. Standing Committees**

All Senators will serve on a Standing Committee. Senators may rank their top 3 committee preferences, however the Executive Committee will make final committee assignments. Once Committee chairs are selected, (no later than the first Senate meeting in April), committee meeting dates/times will be established and provided to the senators.

#### **A. Membership Committee**

The purpose of the Membership Committee is to conduct all Senate representative elections, officer elections, evaluate representation in each of the constituent areas, implement new member orientation and publish the Senate roster.

#### **B. Communications Committee**

The purpose of the Communications Committee is to develop a systematic means for communicating to all staff employees existing University policy, specific actions, and feedback concerning all matters considered by this Senate.

#### **C. Policy and Welfare Committee**

The purpose of the Policy and Welfare Committee is to consider the development of job and supervisory skills, compensation, benefits, and welfare of staff employees not to exclude other areas of concern that are brought to the Senate's attention. The Committee will formulate and recommend university-wide policies and procedures related to employees.

#### **D. Scholarship Committee**

The purpose of the Scholarship Committee is to serve as the fund raising arm of the Senate. The money raised is used to support the scholarships awarded each year to the dependents of staff and to increase the scholarship endowment. The Committee will set yearly goals for its fund raising campaigns and seek new and creative methods to enhance these efforts.

#### **E. Activities Committee**

The purpose of the Activities Committee is to coordinate activities of the Senate. This includes the organization of the following events: the Awards Luncheon, the Benefits Fair, the Fall Fundraiser, and provide assistance with the Annual Golf Tournament and the new Senator Orientation as delegated by the Standing Committee Chairs. The Activities Committee may be asked to organize other events as appropriate.

### **Section 2. Ad Hoc Committees**

Ad Hoc committees shall be created and disbanded as deemed necessary by the Senate President. The committee can consist of both current and former Senate members but must be chaired by a current member of the Senate.

### **Section 3. University Committees/Councils**

The Senate President shall appoint a member of the Senate or an employee from the staff to represent the Senate on University committees/councils when necessary, taking into account the expertise of the member and his/her area of representation. Outgoing members will be asked if they wish to remain part of a communications and resource network. Those wishing to participate will be considered as a potential resource for service on committees.

### **Section 4. Committee Responsibilities**

- A. A written copy of all formal resolutions and committee reports should be submitted to the Executive Committee prior to presentation at the full Senate meeting. Each committee should prepare a report to be presented at the full Senate meeting.
- B. Maintain a committee notebook containing: current assignments and letters, completed assignments and letters, minutes of committee meetings, and a committee members' list.
- C. Work on letters and agenda items as assigned.
- D. Make recommendations to the Senate. Any material to be included in the Secretary's mailings will be sent to the Secretary (7) seven calendar days before the scheduled meeting.
- E. Hold a transition meeting with incoming and outgoing committee members before the June meeting.

### **Section 5. Ombudsman Evaluation Committee**

The Staff Ombudsman is evaluated by a (five) member Ombudsman Evaluation Committee, comprised of 4 (four) members of the Staff Senate and 1 (one) staff member appointed by the Ombudsman. These members are as follows:

- The Immediate Past President (serves as chairperson for the committee)
- The President
- The President Elect

- An elected Senator – 1 (one) Senator elected annually by the Staff Senate.
- An appointed member – 1 (one) staff member appointed annually by the Ombudsman.

All members of the committee should be identified no later than April 30 annually. If the Ombudsman fails to appoint a staff member on his behalf by April 30, then one may be appointed for him by the Chairperson.

The Staff Ombudsman will not be expected to reveal any conversations as a part of the evaluation process.

## **Article VII - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.

## **Article VIII - Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the Senate by a simple majority vote of the Senate members, provided that the amendment has been submitted in writing at the previous regular meeting and approved by the Executive Committee.

### **Standing Rules**

#### **Section 1. Meetings**

##### **A. Staff Senate Meetings**

*Meeting Schedule:* The Staff Senate shall meet on the second Tuesday of each month at ~~10:00~~ 10:30 a.m. Visitors are welcome at all meetings except when items are considered in executive session.

*Agenda:* The Presiding Officer shall include on the agenda any item of business submitted in writing to the President at least seven working days before the regularly scheduled meeting. Items sent should indicate expected amount of time needed to present and discuss.

- A. Approval of Minutes
- B. Special Order of the Day (if any)  
Open Commentary
- C. President's Report
- D. Treasurer's Report
- E. Committee Reports
  1. Standing Committees
  2. Ad Hoc Committees
  3. University Committees/Councils
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournments

*Executive Session:* The President may call a Senate executive session when items to be discussed are considered to be a confidential nature.

##### **B. Executive Committee Meetings**



*Meeting Schedule:* Regular meetings of the Executive Committee shall be held on the last Tuesday of each month. Special meetings of the Board **Executive Committee** may be called by the President or shall be called upon the written request of three members of the Board.

## **Section 2. Administrative Assistant**

**A. Purpose:** Under general supervision of the President of the Staff Senate, plans, organizes, coordinates, and directs the administrative activities of the Clemson University Staff Senate. Carries out the directives of the **Staff** Senate as it represents the Staff in its relations with the University Administration.

**B. Position Description:** **The Administrative Assistant is a paid support staff position, appointed via the usual classified recruitment process.** A copy of the administrative assistant position description is on file in the Clemson University Human Resource office. The President of the Staff Senate has the responsibility of annually evaluating this position.

~~**B. Job Tasks:** Plans, directs, and coordinates the function of the permanent office of the Staff Senate. Coordinates and attends monthly meetings of the Senate Executive Committee and the regular Senate; records, transcribes and disseminates minutes for each. Serves as a point of contact for questions and issues from staff directed to the SS, receives, sorts, and routes all correspondence to the appropriate Executive Committee members, and maintains filing systems. Maintains, edits, and distributes SS Bylaws, attachments, resolutions, and representative notebooks. Creates memos and documents for Executive Committee members and Ad Hoc Committees as needed; maintains SS records; and forwards archival materials to the appropriate locations according to the Senate's established records management policy. Conducts general and statistical research for the SS President as well as all the SS committees. Handles sensitive issues and documents confidentially.~~

~~Schedules speakers for meetings and maintains the Senate's web site. Assists with membership issues that include elections and senator area maintenance. Creates and circulates the Senate's Newsletter. Revises and produces SS brochures and flyers. Maintains a log of concerns brought before the SS and their responses.~~

~~Represents the Staff Senate and the SS President in contacts with the administration, faculty, staff, students, media, and the general public. Provides continuity to an organization whose president changes each year, unless unusual circumstances arise, and whose membership rotates. Maintains a state appropriated budget, an operating account, and an endowment fund for the Staff Senate.~~

~~Responsible for working with the SS committees on all scheduled and special events which are the responsibility of the Staff Senate—including the Annual Awards Luncheon and the Annual Scholarship Endowment Golf Tournament. Administrative Assistant is to work for the entire Senate, and specifically the Executive Committee. At no time is the Administrative Assistant to perform non-Senate related work for any Senate or Executive Committee Member.~~

## **Section 3. Operational Guidelines for Introduction of New or Revised Policy**

**A. Introduction of Policy:** Any Senator may propose a new or revised policy by way of a motion to the floor during the discussion of New Business agenda items. Once a

motion is made and approved by the Senate, the President will then assign the issue to the proper standing committee or establish an ad hoc committee if appropriate.

- B. Communications:** The committee chair will examine the issue with full disclosure to the Senator who introduced the issue and to the Executive Committee.
  - 1. Policy Revision:** The committee chair will provide copies of the present policy along with copies of the proposed revised policy to each member of the Senate one month in advance of the vote.
  - 2. New Policy:** The committee chair will provide copies of the proposed policy to all members of the Senate one month in advance of the vote.
- C. Forwarding the Policy:** If the Senate approves the new or revised policy, the proposed policy and a supporting resolution shall be forwarded to the Chief Human Resources Officer for introduction to the Administrative Council. A copy of the resolution will also be forwarded to the President of the University. The Chief Human Resources Officer will provide written notification of the resolve of the Administrative Council to the President of the Staff Senate in an expeditious manner.

Approved 2/13/2007